

Changing an “Unborn” to a Newborn

To Inquire On the Unborn and Update Information:

- Note: This procedure must be followed when a baby is born and there is an Unborn record in the case. (Do not create a new record for the newborn on the database and leave the Unborn record intact.)

Step	Action
1.	<p>‘Next’ to the SEPA screen, and obtain the Client ID number for the Unborn.</p> <ul style="list-style-type: none"> Using the Client ID is much more efficient than searching for the unborn by name.
2.	<p>‘Next’ to the CLIM menu, type a character next to INOP, and enter the Client ID in Section 3 of the screen.</p> <p>Press Enter to search the database; the Unborn’s CLPR screen should display.</p>
3.	<p>On CLPR, type ‘Y’ in the “Save This Client for Maintenance” field near the bottom of the screen.</p> <p>Press Enter. The system will transfer the client’s information to the CLIM menu.</p>
4.	<p>On CLIM, type a character next to the CLMA (Client Maintenance) option and press Enter.</p>
5.	<p>On CLMA, update all information as follows:</p> <ul style="list-style-type: none"> Change the baby’s Surname (if needed), Change the Given Name from “Unbornxxxx” to the real name, Enter the Middle Initial, Enter the baby’s SSN (if known), Change the expected Birthdate to the actual birthdate, Tab to the “Save Alias?” field and enter N (it is not necessary to save an alias for an Unborn record), and Change the U (Unknown) Sex code to M or F. <p>Press Enter.</p>
6.	<p>‘Next’ to SEPA, and change the following three codes:</p> <ul style="list-style-type: none"> Change the REL (Relationship) code from UB to CH, GC, or another code as appropriate (remember, the Relationship code always indicates the member’s relationship to the PI). Change the Participation code from UB to IN (or another code as appropriate). If there is a TANF Cash involvement, also change the Adult/Child code on AF SEPA from U to C. <p>Press Enter. Then:</p>

7.	<p>Check all screens in the default screenflow, updating information as necessary.</p> <p>For example:</p> <ul style="list-style-type: none">• The PACR screen may require updates (TANF Cash only) to ensure that the “Parental Connection” fields contain accurate information for the newborn.• The SSDO screen will require entry of the baby’s SSN, and verification codes for the SSN and birthdate. (If the SSN is not yet available, enter the SSN request date in the “SS5 Date” field.)• For TANF Cash, an Educational Level code must also be entered on SSDO.• Enter ethnic/marital codes on ETMT, residency/citizenship information on RECI.
8.	<p>When finished updating all screens, send notices and enter case notes as appropriate.</p>